



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Office Technician (T)
Business Service Assistant (Specialist)
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2686 - \$3264 OT (T)
\$2495 - \$3708 BSA

Will consider both classifications for recruitment

DUTIES:

Under the general supervision of the Staff Services Manager I, the incumbent independently performs a variety of the most difficult clerical duties for the Business Services unit. (The duties listed are at the Office Technician (T) classification).

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Perform mail/messenger duties; opens, sorts, and distributes to the correct Division/Board, Commission, or Authority, all U. S. Mail, Federal Express, United Parcel, interagency and intra-departmental mail; post and delivers all outgoing mail to the Post Office.
- Inputs purchase orders, work orders, service orders, printing requests and contract information into the access database for tracking purposes and updates the database when needed. Distributes and processes orders and requests to procure goods and services. Inputs purchase order and contract information into the Department of General Services DGS/SCPRS database.
- Prepares Stock Receive Report documents for incoming supplies and printing requests.
- Files miscellaneous documents; delivers paper and other supplies and equipment to the State Treasurer's Office (STO) and the Boards, Commissions, and Authorities (BCA's).
- Coordinate, organize and record information regarding DGS charge cards for the STO and BCA's. Distribute, order and maintain DGS charge cards for STO and BCA's.
- Classification and distribution of all items held in the Basement Receiving Facilities.

DESIRABLE QUALIFICATIONS:

- Ability to communicate effectively
- Ability to establish and maintain cooperative working relationships
- Ability to work under pressure and handle multiple priorities
- Computer skills
- Courtesy and tact
- Good attendance, neatness and personal appearance
- Willingness to follow a prescribed routine

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have employment list eligibility as an Office Technician (T) or Business Service Assistant (Specialist).

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

Please state the source of your eligibility (i.e. list eligibility and score, SROA, surplus employee, reinstatement, etc.). If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Also, write the number "820-200-1139-xxx" or "820-200-4707-006" next to the classification on your application/resume, i.e. Office Technician (T) (820-200-1139-xxx) or Business Service Assistant (Specialist) (820-200-4707-006).

FINAL FILING DATE:

Applications will be accepted until **April 1, 2009.**

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

